

**Baines Middle School PTO  
Payment / Reimbursement Request Form**

Reimbursement     Payment to vendor     Leave in PTO Box at School     Mail

Date requested: \_\_\_\_\_ Requested by: \_\_\_\_\_

Requestor phone: \_\_\_\_\_ Committee Chair: \_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Please complete form, attach all original receipts, place approved form and receipts in PTO Treasurer box in school office. Please text Aruna Vadel at 713-614-0815 to let me know you have a pending request.
- Approved requests received by Wednesday 10 am will be paid by the next Wednesday afternoon.
- Payments could be delayed if form is submitted without proper approval and/or original receipts/invoices.
- Payments to Board members require PTO President approval and checks over \$1,000 require PTO Board approval.
- Sales tax will not be reimbursed

Budget Account	Description of Items Purchased	Amount
<b>Check Total</b>		

Signature of Board member approving payment: \_\_\_\_\_

Printed name of Board member approving payment: \_\_\_\_\_ Date \_\_\_\_\_

*Treasurer use only:*

Date Paid:	Check Number:
Board Approval Minutes Date:	Check Amount: